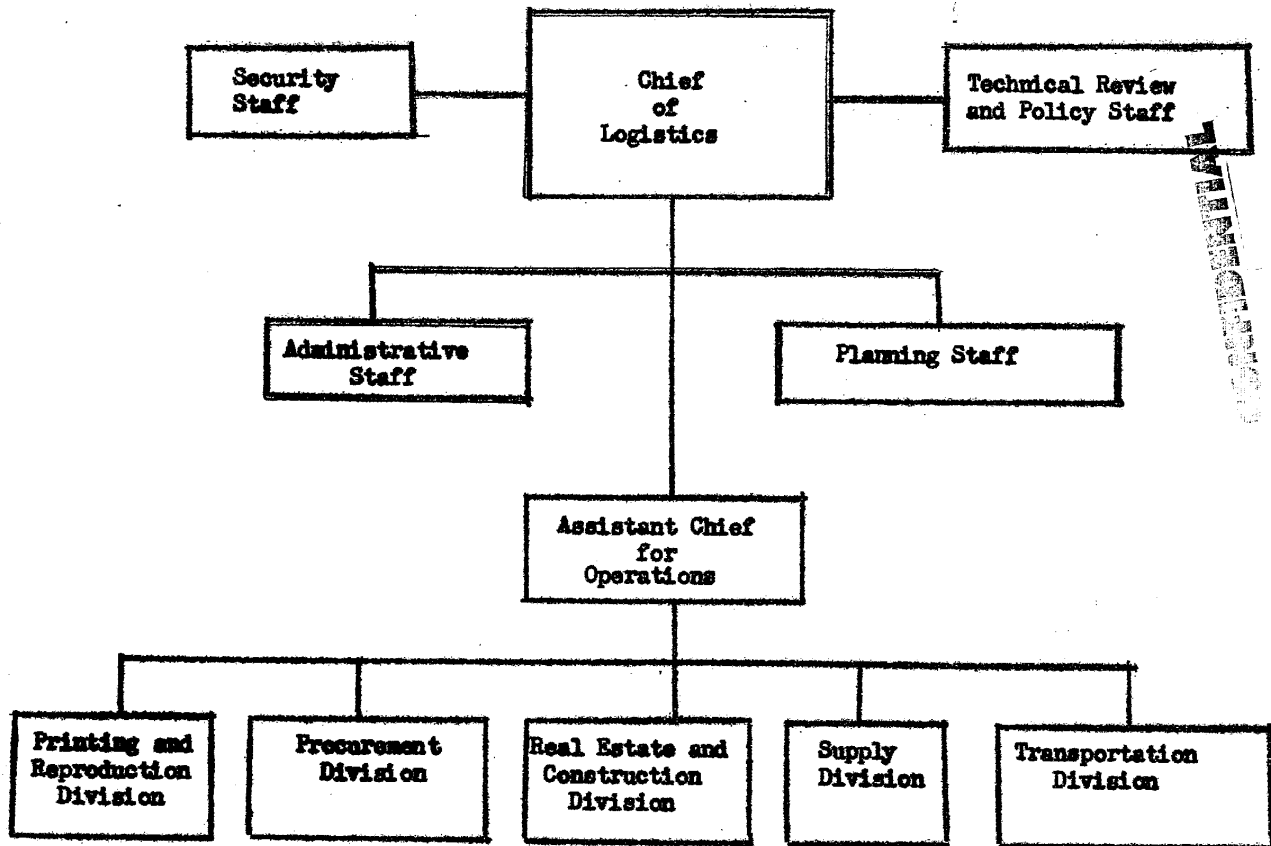


TAB

**SECRET**

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**LOGISTICS OFFICE**



**SECRET**

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## STATEMENT OF FUNCTIONS

### LOGISTICS OFFICE

#### MISSION

The Chief of Logistics is responsible for the procurement, distribution, and accountability of Agency equipment and supplies; for transportation of personnel, equipment, and supplies; for meeting real estate and construction needs; for the coordination and compilation of forecasts of requirements for Agency logistical support; and for providing selected administrative services for the Agency.

#### FUNCTIONS

The Chief of Logistics shall:

1. Develop, recommend, and implement programs, policies, and procedures for the logistical support of all CIA activities.
2. Procure, or provide technical guidance as necessary for the procurement of services, and materials and supplies determined necessary for Agency activities, directly or by contract, from commercial, military, and other Government sources.
3. Negotiate, with officials of other Government organizations, agreements to ensure that CIA logistical requirements are met on a timely basis.
4. Provide domestic facilities and technical guidance for operation of overseas facilities, for receiving, inspecting, warehousing, packing, issuing, and disposing of supplies and equipment.
5. Arrange for the transportation of personnel, equipment, property and supplies; and provide headquarters motor pool service.
6. Provide for the maintenance and servicing of all Agency vehicles in the metropolitan area of Washington, D. C.
7. Perform necessary coordination and compile requirements for equipment and supplies essential for Agency operations, including the development of supply programs, stock levels, production capacity requirements, and controlled materials program requirements.
8. Provide for the design and construction of office space, warehousing, living quarters, communications, and monitoring facilities and utilities such as power installations, sewer and water systems, heating and air conditioning, and refrigeration; acquire real estate, improved or unimproved, by purchase or otherwise; and determine space requirements and effect space procurement, planning and allocation on a worldwide basis. Provide building maintenance, moving,

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STATEMENT OF FUNCTIONS (con't)

LOGISTICS OFFICE

and telephone service to meet the needs of the Agency within the metropolitan area of Washington, D.C.

9. Assume, on behalf of the Director of Central Intelligence, accountability of and responsibility for Agency supplies, equipment, and real estate.

10. Develop and implement regulations and procedures pertaining to an integrated Agency stock-accounting system.

11. Coordinate all phases of logistical support and assist as required in the preparation of logistical annexes for operational plans.

12. Provide reproduction and printing service.

13. Maintain the headquarters mail and courier service.

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